

Adjusting Campus-Based Loans in the Bruin Financial Aid Portal

Overview

This guide provides step-by-step instructions on adjusting financial aid, specifically campus-based loans such as University, Health Profession, and Dream Loans.

Sections

1. [Adjusting Aid](#)
2. [Obtain Help](#)

Adjusting Aid

To adjust your aid, begin by locating the **Student Loan Services: Loan Adjustment** request document from the **Documents** screen, and click on its corresponding **Upload** icon found in the **Submit Document** column.

BruinFinancialAid | HOME | DOCUMENTS | NOTIFICATIONS | FINANCIAL | MESSAGES | [User Profile]

Documents

Documents that have been requested or received to process your financial aid are listed in this page. Please review any documents requiring your attention. You can also upload a non requested document.

Documents Requiring Attention

The following documents need immediate attention to continue processing your financial aid eligibility. If you have any questions or concerns, please contact your financial aid office.

1. Documents Requiring Attention

Document Name	Owner	Award Year	Status	Action	Submit Document
Student Loan Services: Loan Adjustment Request	Student	2024-2025	Requested	Please complete the form to request a change to your campus-based/university-based loan awards.	
Appeal: Budget Increase Form	Student	2024-2025	Requested	Please fill out the requested information below to request increases be made to your current academic year Cost of Attendance, i.e., total financial aid budget. Budgets can only be increased by expenses incurred by and for the student. You must file separate forms if you have more than 1 request. The date expense was incurred must be unique for each. Supporting documentation for each expense claimed must be uploaded. Requests must be submitted at least two (2) weeks prior to the end of your enrollment period/term. A new Financial Aid Notification (FAN) statement will be posted when your budget and awards are revised.	
Appeal: Budget Increase Form	Student	2024-2025	Requested	Please fill out the requested information below to request increases be made to your current academic year Cost of Attendance, i.e., total financial aid budget. Budgets can only be increased by expenses incurred by and for the student. You must file separate forms if you have more than 1 request. The date expense was incurred must be unique for each. Supporting documentation for each expense claimed must be uploaded. Requests must be submitted at least two (2) weeks prior to the end of your enrollment period/term. A new Financial Aid Notification (FAN) statement will be posted when your budget and awards are revised.	

1. On the **Upload Documents** screen, in the **Enter Document Data** section, under the **“I am requesting for”** statement, select from those listed on the dropdown menu the type of adjustment you want to make:

- An increase in loan amount
- Reduction of my loans (I understand I will be billed for funds already disbursed)
- Cancellation of my future loan disbursements
- Or Cancellation of my entire loan (I understand I will be billed for funds already disbursed)

Upload Documents
Upload a Requested Document

Please complete the form to request a change to your campus-based/university-based loan awards.

Document Name	Owner(s)	Award Year	Status
Student Loan Services: Loan Adjustment Request	Student	2024-2025	Requested

Enter Document Data

I am requesting for: *

Select One

- An increase in loan amount
- Reduction of my loan (I understand I will be billed for funds already disbursed)
- Cancellation of my future loan disbursements
- Cancellation of my entire loan (I understand I will be billed for funds already disbursed)

Fall: Specify the adjustment amount for this term. *

Winter: Specify the adjustment amount for this term. *

Spring: Specify the adjustment amount for this term. *

Adjustment Request Date (this date MUST BE UNIQUE for each request or your prior request will be overridden) *

MM-DD-YYYY

2. Specify the loan amount you want to request for each term.

Upload Documents
Upload a Requested Document

Please complete the form to request a change to your campus-based/university-based loan awards.

Document Name	Owner(s)	Award Year	Status
Student Loan Services: Loan Adjustment Request	Student	2024-2025	Requested

Enter Document Data

I am requesting for: *

Summer: Specify the adjustment amount for this term. *

Fall: Specify the adjustment amount for this term. *

Winter: Specify the adjustment amount for this term. *

Spring: Specify the adjustment amount for this term. *

Adjustment Request Date (this date MUST BE UNIQUE for each request or your prior request will be overridden) *

3. In the **Adjustment Request Date** field, enter a date manually or select one via the **Calendar** icon.

Winter: Specify the adjustment amount for this term. *

Spring: Specify the adjustment amount for this term. *

Adjustment Request Date (this date MUST BE UNIQUE for each request or your prior request will be overridden) *

Fund Code (Office Use Only) - Counselor must select the loan to be adjusted.

You certify that all of the information you provided is true and complete to the best of your knowledge. If you purposely give false or misleading information, you may be subject to criminal prosecution by federal or state authorities. *

Enter Additional Comments (Max 255 characters)

- The **Fund Code** field is for *Office Use Only*. During the document review and approval process, a counselor within the *Financial Aid Office* will ensure the correct loan is selected or adjusted as needed.

Winter: Specify the adjustment amount for this term. *

Spring: Specify the adjustment amount for this term. *

Adjustment Request Date (this date MUST BE UNIQUE for each request or your prior request will be overridden) *

Fund Code (Office Use Only) - Counselor must select the loan to be adjusted.

Select One

You certify that all of the information you provided is true and complete to the best of your knowledge. If you purposely give false or misleading information, you may be subject to criminal prosecution by federal or state authorities. *

Select One

Enter Additional Comments (Max 255 characters)

CANCEL UPLOAD

- 5. Select "I agree" after reading the certification statement presented, if you wish to continue.

The screenshot shows a web form with several input fields and a dropdown menu. The fields are labeled as follows:

- Winter: Specify the adjustment amount for this term. *
- Spring: Specify the adjustment amount for this term. *
- Adjustment Request Date (this date MUST BE UNIQUE for each request or your prior request will be overridden) *
- Fund Code (Office Use Only) - Counselor must select the loan to be adjusted.

The dropdown menu is open, showing three options: "Select One", "Select One", and "I agree". The "I agree" option is highlighted in blue. The dropdown is enclosed in a yellow rectangular box.

Below the dropdown is a text area labeled "Enter Additional Comments (Max 255 characters)". At the bottom right of the form are two buttons: "CANCEL" and "UPLOAD".

6. If applicable, **Enter Additional Comments** in the text box provided.

Winter: Specify the adjustment amount for this term. *

Spring: Specify the adjustment amount for this term. *

Adjustment Request Date (this date MUST BE UNIQUE for each request or your prior request will be overridden) *

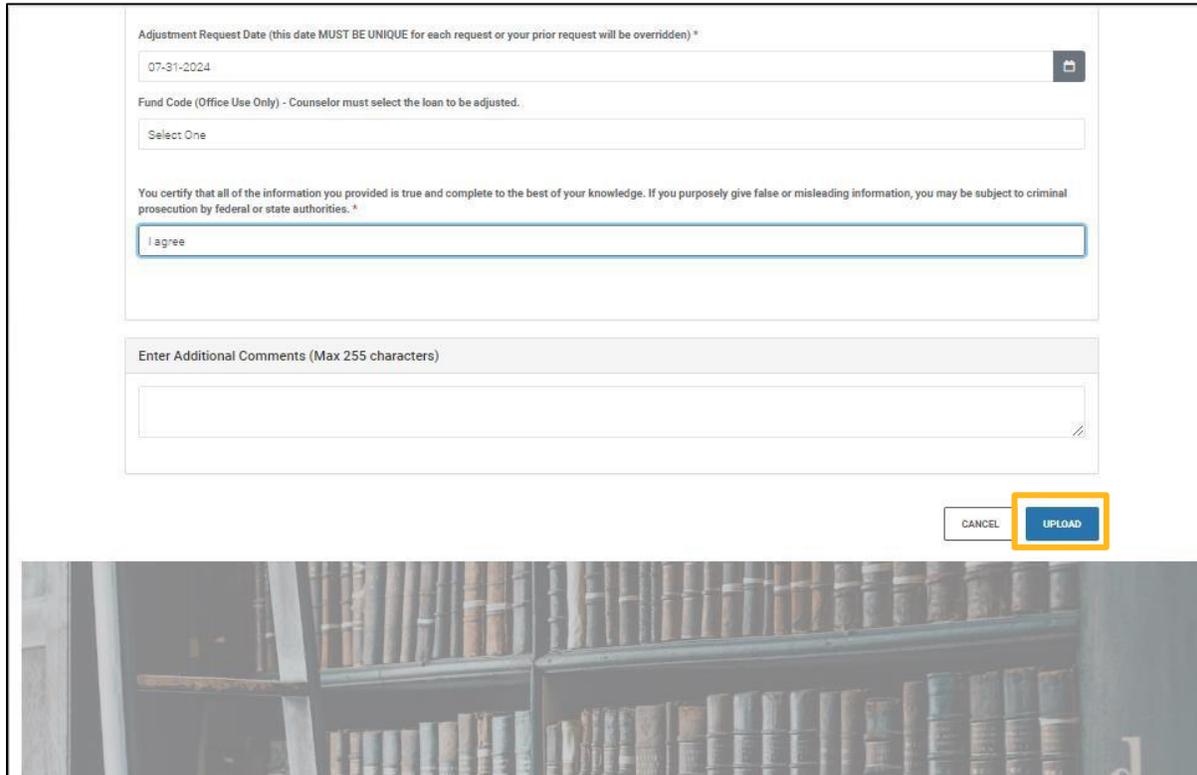
 

Fund Code (Office Use Only) - Counselor must select the loan to be adjusted.

You certify that all of the information you provided is true and complete to the best of your knowledge. If you purposely give false or misleading information, you may be subject to criminal prosecution by federal or state authorities. *

Enter Additional Comments (Max 255 characters)

7. When you are done completing the form, click **Upload**. Your request will be reviewed by *Financial Aid Office* staff. After the review is completed, any updates to your financial aid award will be reflected on the **Financial** tab of your *Bruin Financial Aid Portal*.



Adjustment Request Date (this date MUST BE UNIQUE for each request or your prior request will be overridden) *

07-31-2024

Fund Code (Office Use Only) - Counselor must select the loan to be adjusted.

Select One

You certify that all of the information you provided is true and complete to the best of your knowledge. If you purposely give false or misleading information, you may be subject to criminal prosecution by federal or state authorities. *

I agree

Enter Additional Comments (Max 255 characters)

CANCEL UPLOAD

Obtain Help

To obtain help please contact your [financial aid office](#) for assistance.